

# CITY OF ROSWELL, NM

EOE

POSITION OPENING #13-070

**POSITION:** Library Page I

**DEPARTMENT:** Library

**WORK SCHEDULE:** 2:00 pm to 6:00 pm, Monday through Friday

**SALARY RANGE:** \$7.9618 to \$9.6776 per hour

**STATUS:** Regular Part-Time

**OPENING DATE:** June 12, 2013

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** June 28, 2013

## LIBRARY PAGE I

### Definition and Distinguishing Characteristics

This is a specialized support work performed at the Roswell Public Library. Work involves the performance of routine tasks in support of the professional library staff.

Work is performed in accordance with specific instructions and requires no previous training or special knowledges. Work involves no supervision and is usually filled by part-time personnel who receive close supervision from the professional staff of the library.

### Typical Examples of Work Performed

- Shelves books.
- Assists in checking in and checking out books at the circulation desk.
- Reads shelves to keep books in order.
- Receives fines from patrons for overdue books and balances out their money drawer at end of desk duty assignment each day.
- Answers telephone and directs patrons to specific department or reference desk as needed.
- Signs patrons on to internet computers.
- Performs related work as required.

### Knowledges, Skills and Abilities

- Knowledge of how to use a library and an interest in literature.
- Ability to follow instructions accurately.
- Ability to sort and file alphabetically and numerically.
- Ability to deal effectively with library patrons.
- Ability to type 30 wpm.
- Ability to learn routine library procedures.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

### Minimum Requirements of Education and Experience

Graduation from a standard or vocational high school or the equivalent or attending high school currently.

### Necessary Special Requirements

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

**Must pass a post-offer pre-employment drug screen administered by a City-designated facility.**

**MUST SUBMIT THE "PRE-EMPLOYMENT RELEASE AND WAIVER" FORM WITH THE APPLICATION**

**TYPING TEST WILL BE GIVEN**

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES  
DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**